

# **PRESIDENT'S CABINET MEETING**

**November 6, 2012**

## **MINUTES**

### **MEMBERS PRESENT:**

Terry Berg, Ellen Robertson Green, Russell Lowery-Hart, Paul Matney, and Danita McAnally

### **MEMBERS ABSENT:**

Bob Austin and Lee M. Colaw

### **OTHERS PRESENT:**

Kara Larkan-Skinner and Brenda Sadler

**Core Values: Integrity + Innovation + Teamwork = SUCCESS**

### **Discussion:**

**WEATHER CANCELLATIONS** – The decision to close campuses due to inclement weather will be made by 6:15 a.m. for day classes and by 3:00 p.m. for evening classes. Amarillo College will typically go with the decision of AISD. AC employees and students will receive an email; if closing, the notice will appear on the AC webpage; and media will all be alerted.

**SUCCESS POINTS PROPOSAL** – A Texas Association of Community Colleges committee sent a letter to the legislature and Co-Board regarding ABE.

**STATUS OF PRANA EAST PROPERTY ISSUE** – Mark White and James Wester are working on the final agreement. There will be a special Board meeting on November 14 to address the agreement. The points and plans leading to the agreement with Prana have been discussed over the past eight months; there has been a lot of collective thinking, and discussion has been favorable.

**GIULIANI EVENT REVIEW** – The Giuliani event brought in \$33,000; \$15,000 for AC Honors Program and \$18,000 for the Hereford Campus. Remarkable students were highlighted at the event. A Presidential Scholar Honors Program brochure was distributed.

**RECORDS MANAGEMENT & RECYCLING** – KB Recycling is working hard to assist Amarillo College in the recycling initiative; the entire Washington Street Campus has collection boxes distributed throughout the campus. Amarillo College is KB's third largest consumer. Berg spoke of WesTex Document, Inc., a company that shreds confidential documents and recycles as well. They charge \$.07/pound and a \$1,000 fee per month. Berg said WesTex employees are bonded and insured.

**CLASSIFIED MERIT AWARD** – The Classified Merit Award winners have been selected; Matney will send out an email later in the week announcing and congratulating the recipients.

**STUDENT SUCCESS CONTINGENCY REQUEST FOR WRITER'S CORNER** – Lowery-Hart distributed two requests for funds from the Student Success Contingency; one from the English Department for Writer's Corner support and one from SSS Health Sciences/Access Division for the

Supplemental Instruction (SI) Program. Writer's Corner is requesting \$8,107 for a supervisor position; \$10,080 for additional peer tutor hours; and \$1,500 for two work tables. The SI Program is asking for funds to pay SI leaders at \$12/hour for 10 hours per week, throughout the 16-week semester, totaling \$7,680 for four SI classes. An additional \$500 for photocopying materials for student participants is also requested.

McAnally recommended approval of both Student Success Contingency Fund requests; Green seconded the recommendation. Funding for the Writer's Corner support would be \$18,187 and the SI Program would be \$8,180.

**PARKING RESPONSE** – Faculty Senate officers asked what happened to their reserved parking spaces request; they offered to have employees pay for a parking space. Austin will be asked to bring a formal response to Faculty Senate to the next meeting.

**EVALUATIONS PER DR. JERRY FAULKNER OF SACS ON-SITE TEAM** – Dr. Jerry Faulkner of the SACS On-site Team questioned some administrator evaluation inconsistencies regarding the process and timeline. He told Matney it is important that we conduct these yearly; this issue did not rise to the level of a written report, but Faulkner wanted to make us aware of the importance of these evaluations.

**IPEDS REVIEW** – Kara Larkan-Skinner joined the Cabinet meeting and distributed an IPEDS Data Feedback Report for 2012. Amarillo College has a comparison group (14 peer institutions in this report) of which statistics are compared and identified. IPEDS was originally created for four-year colleges; then it was made to include community colleges. This report is the best comparison data we have. Each area was discussed. Regarding demographics we were closest with the comparison group in the areas of Hispanic/Latino and female students. AC charges lower tuition than peer colleges. AC needs to close the gap better with peer colleges for full-time, first-time, degree/certificate-seeking undergraduate students receiving grant or scholarship aid. AC students received fewer Pell grants but showed a higher need. Thirty-seven percent of AC students received Pell grants with an average amount of \$4,900 received. The graduation rate of AC students is higher than the peer institutions, but lower in students who transferred out. A two-year degree averaged three years for students to achieve. The number of administrators at AC was much higher than peer institutions. Average salaries of nine-month, full-time instructional staff by academic rank was in line with peers. AC was slightly less in tuition/fee revenues received. Our largest gap in core expenses by FTE enrollment was in instruction. The methodological notes were scanned.

**FACULTY SURVEY RESULTS** – In March 2012, 222 (18%) of full-time faculty completed the faculty survey. Matney met with Faculty Senate officers and shared his disappointment with the low number of participants. Employees will have an opportunity to complete a survey online regarding the AC Police Department. There are no plans to conduct separate employee group surveys. CCSSSE surveys are conducted every other year.

**2012-2013 INSTITUTIONAL PRIORITIES** – Matney distributed a draft of the 2012-2013 Institutional Priorities; there was discussion. Some items discussed include: seeking private funding to re-purpose and re-model first floor of Lynn Library to create a student commons; critical priority is Student Success and Completion; reaffirmation granted by SACSCOC in June 2013; successful construction to meet student needs; present a balanced 2013-2014 budget to the Board; develop a "new normal;" and consider an early retirement incentive program. Matney requested Cabinet members send him any additional items to add to the institutional priorities.

**Announcements:**

- The Distinguished Alumni Luncheon to honor Representative John Smithee will be held on November 13 at the Amarillo Country Club. Senator Kel Seliger will be the keynote speaker.
- On November 8 Sprouse, Shrader, and Smith host a reception to honor Bob Sanders for his 52 years in law.
- Mark Milliron, deputy director of Higher Education at the Bill and Melinda Gates Foundation (he has accepted the position of first Chancellor of Western Governor's University), will be the keynote speaker at AC's spring general assembly on January 9, 9:00 a.m., Grand Plaza Civic Center.

Next meeting: November 20, 2012

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